

C O N F I D E N T I A L

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120085-1

REPORTS INVENTORY				CONTROL NO. DDS/OL/SD 27 XXXXXX
PREPARE IN DUPLICATE				
1. TITLE OF REPORT (If a fill-in report include Form No.) Stock Transaction Report				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL	
	X LOGISTICS	SECURITY	OTHER (specify)	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.) Weekly		6. DISTRIBUTION (No. of components not number of copies)	
7. FORMAT (memorandum, form computer print-out, etc) Form	8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Supply Division Instruction 45-59	
10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Supply Control		N/A	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-8	\$4.31	1	\$4.31	52	\$224.12
WG-9	4.19	1	4.19	52	217.88
GS-5	3.15	2	6.30	52	327.60

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR \$769.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To report to Headquarters total line items and dollar value of monthly stock transactions.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
X	RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
	CHANGE			
	DISCONTINUE			
15. DATE OF INVENTORY	16. NAME AND TITLE OF PERSON FURNISHING INFORMATION	17. EXTENSION		
22 September 70				